



Cadet Programs releases new publications

The National Executive Committee recently ratified CAPR 52-16, *Cadet Program Management*. The regulation becomes effective on 1 April 2003. This scheduled update of the Cadet Program's main governing directive incorporated many of our members' suggestions on ways to improve the Cadet Program.

Because CAPR 52-16 touches everything in the Cadet Program, some publications have immediately been updated (see box at right).

Concurrent with the updated CAPR 52-16, the cadet physical fitness program has also been revised. The new CAPP 52-18, *Cadet Physical Fitness Program*, which supersedes CAPR 52-18, includes new resources for leaders to conduct challenging and fun fitness activities at the unit level. Additionally, the cadet physical fitness test (CPFT) has been aligned with the President's Challenge – the foremost youth fitness test in the nation.

New Publications for 2003

CAPR 52-16, *Cadet Program Management*
CAPP 52-18, *Cadet Physical Fitness Program*
CAPF 52 series, *Phase Certifications*
CAPF 66, *Cadet Master Record*
CAPC 29, *Wright Brothers Award*
CAPT 60, *Wright Bros. Award Comp. Exam*
CAPVA 52-1, *Cadet Program Achievement Specifications and Awards*
CAPVA 52-2, *Cadet Progress Chart Through the Mitchell Award*
CAPVA 52-3, *Cadet Progress Chart Through the Spaatz Award*
The Mary Feik Achievement Ribbon

Which publications is HQ CAP sending to cadet units? How are they being distributed?

Typically, units automatically receive one copy of each new CAP directive. However, we know that CAPR 52-16, CAPP 52-18, and certain forms used in the Cadet Program are critical to the operation of a cadet unit.

Therefore, to ensure the widest possible dissemination of these important materials in a fiscally responsible manner, we are sending a consolidated mailing to each cadet unit. Here's how it will work:

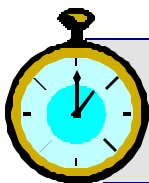
- Each cadet unit will receive in the mail at least one box containing a set of publications. Each box will meet the needs of about 20 active cadets. Small cadet units will receive one box, while large cadet units will receive two or more boxes, depending on the number of cadets in the unit as indicated on the MML.

- Please remember to use common sense: If your unit has 21 cadets on the MML, you'll likely receive one box containing a supply of publications for 20 cadets. We know that you're likely to have some cadets in your unit who are not active, so please work with us in dispensing the materials.

- If you accidentally receive one or two too many or too few publications due to a packing error, please try to accept the package as is, or if necessary, contact us and we'll correct the problem.

Distributing the publications in this manner saves taxpayers thousands of dollars while providing enough publications to meet the needs of active cadets and adult leaders.

Qty	Publication	Qty	Publication
20	CAPR 52-16, <i>Cadet Program Management</i>	1	CAPVA 52-1, <i>Achievement Specifications & Awards</i>
20	CAPP 52-18, <i>Cadet Physical Fitness Program</i>	1	CAPVA 52-2, <i>Progress Chart Through Mitchell</i>
1 ea	CAPF 52 series, <i>Phase Certification</i>	1	CAPVA 52-3, <i>Progress Chart Through Spaatz</i>
1	CAPF 66, <i>Cadet Master Record</i>	10	CAPC 29, <i>Wright Brothers Award Certificate</i>



New publications take effect

1 April 2003

Regulation

CAPR 52-16, *Cadet Program Management*

CAPR 52-16, *Cadet Program Management*, takes effect on 1 April 2003. Copies will automatically be distributed to all cadet units in January (see “distribution” on page 1).

The regulation is online now for your convenience. Visit www.cap.gov, click “Cadet Programs” and “Updates.”

Cadets who join CAP between January and March 2003 will receive both the 1998 and 2003 editions of CAPR 52-16 in their new member packets. This will ensure the new cadets have the regulation that is in effect during the first few months of their membership and the regulation that will be in effect on 1 April 2003.

While CAPR 52-16 is available online now, unit commanders may not adopt its provisions until 1 April 2003.

- **Cadet Promotions** In chapter 2 of CAPR 52-16, you’ll see that Phase I has been modified such that effective 1 April 2003, it includes a milestone award, “The Wright Brothers Award.” Previously, Phase I was the only Phase that did not conclude with a comprehensive exam and milestone award.

Some cadets will automatically be promoted effective 1 April 2003. The promotion will bring their grade in-line with the progression chart found in CAPR 52-16, figure 2-2. See the title page of CAPR 52-16 for details.

Pamphlet

CAPP 52-18, *Cadet Physical Fitness Program*

This publication assists commanders in implementing a physical fitness program to fulfill the goal of helping cadets to develop “a lifelong habit of regular exercise.”

While it includes dozens of calisthenics, fitness drills, and games, chapter 5 outlines procedures for the new Cadet Physical Fitness Test, based on the “President’s Challenge” fitness test. The CPFT includes four test events that each cadet can complete in less than one hour:

- Sit and Reach
- Curl Ups (a.k.a. “sit-ups”)
- Push Ups
- Mile Run or Shuttle Run

Although the new CPFT does not take effect until 1 April 2003, commanders should begin helping their cadets become accustomed to the test events now.

Many cadets will need help learning how to do the push-up, which is a new test event. Also, the time allotted for curl-ups is changed to 1 minute in the “new” CPFT. Cadets should begin trying to perform that exercise at a faster cadence.

A successful fitness program includes fitness training as well as fitness testing. Make use of your fitness training time to help cadets understand the new CPFT rules and meet or surpass the standards for their achievement.

Forms

CAPF 52 Series, *Phase Certification*

The CAPF 52 series will replace the CAPF 59 series for recording cadet progression and Phase completion.

Beginning in January, new cadets will receive a CAPF 52-1 and 52-2 in their new member packets. They may begin using the CAPF 52-1 immediately, however HQ CAP will not process a Wright Brothers Award until 1 April 2003.

Beginning 1 April 2003, use only the CAPF 52 series to request a milestone award from HQ CAP. However, to ease the administrative burden on squadrons, *commanders are free to choose whichever option(s) below is easiest:*

- You may transcribe the data from your cadets’ old CAPFs 59 onto new CAPFs 52, and then discard the old forms.
- Or, if a hybrid approach is best for you, retain your cadets’ old CAPFs 59, but in April 2003, start using the new CAPF 52 to record their progress and submit both forms to HQ CAP when requesting the milestone award.

CAPF 66, *Cadet Master Record*

Due to the modifications made to Phase I of the Cadet Program, CAPF 66 has been revised. Beginning in January, new cadets will receive a CAPF 66 dated April 2003 and may begin using it immediately.

To ease the administrative burden on squadrons, *commanders are free to choose whichever option(s) below is easiest:*

- Cadets who have been using the January 1999 version of CAPF 66 may continue to do so. You may want to label Achievement 3 the “Mary Feik Achievement,” Phase I Completion as the “Wright Brothers Award,” and adjust the grade column to match the new CAPF 66.
- You may transcribe the data from your cadets’ old CAPFs 66 onto new CAPFs 66 if you desire, and then discard the old forms.
- Or, if a hybrid approach is best for you, retain your cadets’ old CAPFs 66, but start using the new CAPF 66 to record their progress, and retain both in their file.

Obsolete Forms

CAPF 66a, CAPF 55a

To ease the administrative burden on squadrons, we have retired two forms, effective 1 April 2003.

- **CAPF 66a, *Cadet Physical Fitness Test Scorecard*.** Record CPFT scores on any sheet of paper as cadets complete the test events. Then update the CAPFs 66 of the cadets who passed.
- **CAPF 55a, *Request for Examinations*.** Order Cadet Program exams from HQ CAP/CPR via letter or by faxing (334) 953-6699 and indicating which test(s) are needed. Remember, we compare signatures against the CAPF 53 *Signature Verification Card* that we have on file.

Certificate

CAPC 29, Wright Brothers Award

Effective 1 April 2003, completion of Phase I will be commemorated with a milestone award: The Wright Brothers Award, CAPC 29.

This award certificate is to be stocked at squadron level. Each squadron will receive an initial distribution of 10 certificates per box (see "distribution" on page 1).

To prepare the certificate for presentation, add the cadet's name and date in the appropriate space. Most printers will accommodate the certificate.

While this certificate is prepared by the unit, the award does not become effective until HQ CAP/CPR processes the CAPF 52-1. As with the other milestone awards, check the MML or EServices database to verify that the award has been processed before presenting the certificate and promoting the cadet.

Order additional certificates using CAPF 8, *Requisition for Publications*, or in the E-Services section at www.cap.gov.

Visual Aids

CAPVAs 52-1, 52-2, 52-3

We updated the popular CAPVA 52-1, *Cadet Program Achievement Specifications and Awards*, and the optional CAPVAs 52-2 and 52-3, *Cadet Progress Charts*. Each unit will receive one copy of each, per box (see "distribution" on page 1).

Examination

CAPT 60, Wright Brothers Comprehensive Exam

Effective 1 April 2003, cadets will need to pass the Wright Brothers Award comprehensive exam in order to complete Phase I and earn the Wright Brothers Award.

The exam is an untimed, closed-book, 50-question exam on chapters 1-3 of *Leadership 2000* and related sections of the *CAP Drill and Ceremonies Manual*. Use CAPT 60 dated 1 April 2003. The passing score is 80%.

Each cadet unit will automatically receive two copies of the exam before the end of March.

Ribbons

Feik and Wright Brothers Ribbons

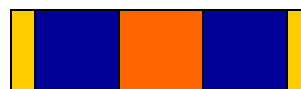
Effective 1 April 2003, cadets who complete Phase I will earn the Wright Brothers Award. The green and white Wright Brothers ribbon will denote completion of Phase I and be known as the "Wright Brothers Award."



Wright Brothers Award

Effective 1 April 2003, cadets who complete Achievement 3, the Mary Feik Achievement, will earn the "Mary Feik Achievement Ribbon." The ribbon will be available for purchase at the CAP Bookstore (catalog #602). This ribbon will not be awarded retroactively.

To learn about the ribbon's heraldry, visit our website: www.caphq.gov/nhq/cp/cpc/Changes/2003.html.



Mary Feik Achievement Ribbon



Where should you turn if you have questions?

We've tried to anticipate any questions you might have about the new CAPR 52-16 and related publications.

If this newsletter or our website (www.cap.gov) does not answer your question, please use the chain of command to find an answer to your question:

- *Squadron members*, please direct your questions to your squadron commander.
- *Unit commanders*, please direct your questions to the wing director of Cadet Programs.
- *Wing and region directors of Cadet Programs*, please direct your questions to Rob Smith or Curt LaFond at HQ CAP.



STAY INFORMED . . .
Don't be the last to know!

Sign-up for **ChangeDetection™**
Be alerted via E-mail when the Cadet Programs website is updated.

Visit www.cap.gov, click "Cadet Programs" and "Updates"

Testing Officer's Quick Reference

April 2003

This table lists only Cadet Program written exam requirements. Cadets must complete additional requirements to become promotion eligible. See CAPR 52-16, chapter 2 for details.

Supersedes February 2002
Updates shown in bold

Achievement	Leadership Laboratory	Aerospace Education
1	<i>Leadership 2000</i> chapter 1 CAPT 16-2 70% passing score; untimed, closed-book test	No test required
2-3	<i>Leadership 2000</i> Complete chapters sequentially CAPT 16-2 70% passing score; untimed, closed-book test	<i>Aerospace Dimensions</i> Complete module exams in any order CAPT 61 70% passing score; untimed, closed-book test After passing, correct to 100% open-book
Wright Brothers Award	<i>Leadership 2000</i>, Comprehensive exam on chapters 1-3 and related sections of the <i>CAP Drill and Ceremonies Manual</i>. CAPT 60 80% passing score; untimed, closed-book exam	No test required
4-7	<i>Leadership 2000</i> Complete chapters sequentially CAPT 16-2 70% passing score; untimed, closed-book test	<i>Aerospace Dimensions</i> Complete module exams in any order CAPT 61 70% passing score; untimed, closed-book test After passing, correct to 100% open-book
8	Writing and Speech Assignment See CAPR 52-16, paragraph 2-7e for details	No test required
Mitchell Award	Comprehensive, 100-question leadership and aerospace education exam CAPT 64 80% passing score; 90-minute, closed-book exam	
9-11	<i>Leadership 2000</i> Complete chapters sequentially CAPT 16-2 70% passing score; untimed, closed-book test	<i>Aerospace: Journey of Flight</i> Complete chapter block tests in any order CAPT 63 70% passing score; untimed, <u>open-book</u> test After passing, correct to 100% open-book
Earhart Award	Comprehensive, 100-question leadership and aerospace education exam CAPT 65 80% passing score; 90-minute, closed-book exam	
12-13	<i>Leadership 2000</i> Complete chapters sequentially CAPT 16-2 70% passing score; untimed, closed-book test	No test required
14-16	<i>Leadership 2000</i> Complete chapters sequentially CAPT 16-2 70% passing score; untimed, closed-book test	<i>Aerospace: Journey of Flight</i> Complete chapter block tests in any order CAPT 63 70% passing score; untimed, <u>open-book</u> test After passing, correct to 100% open-book
Eaker Award	Writing and Speech Assignment See CAPR 52-16, paragraph 2-9d for details	No test required
Spatz Award	The Spatz Award exam is administered by the CAP-USAF liaison office	